



**Belmont Public Library Building Committee Meeting**

Meeting Minutes Thursday 1/14/25 at 5:00 PM  
Zoom Meeting

**Building Committee Members**

**Attending:**

- Kathy Keohane (Absent)
- Steve Sala
- Sally Martin
- Christina Marsh
- Marty Bitner (Absent)
- Bob McLaughlin
- Steve Engler
- Marcie Schorr Hirsch
- Clair Colburn (Chair)

**CHA – Owner’s Project Manager**

- Dave Hurley - CHA
- Jake Zelikman - CHA
- Tom Gatzunis - CHA
- Jeff Birenbaum - CHA

**Oudens-Ello -- Design Team**

- Noel Murphy - Oudens-Ello (O-E)
- John Branagan-Dee - Oudens-Ello (O-E)

**Others:**

- Peter Struzziero (Library Director)
- Lauren Pfindner (Assistant Library Director)

\*Members of the public did attend

1. **Welcome The Public** – Clair Colburn welcomed the public and called the meeting to order at 5:00pm.
2. **Meeting Minutes**- The meeting minutes from 12.10.24 were presented. A motion to approve the meeting minutes from 12.10.24 was made by Bob McLaughlin. The motion was seconded by Steve Engler. The motion carried unanimously.
3. **Invoices**- The invoices listed below have been reviewed by CHA and Sally Martin, the LBC Treasurer, to verify their accuracy and ensure the amounts are within the approved budget.

**CHA**- A CHA invoice #38841-20 in the amount of \$32,000 for construction administration services through the month of December was presented. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Marty Bitner. The motion carried unanimously via a roll call vote.

**Oudens-Ello**- An Oudens-Ello invoice #2301-23 was presented in the amount \$61,599.60. It was noted that LeMessurier is invoicing for 2 months as they did not submit an invoice for December. It was also noted that WSP is also billing for 2 months. Christina Marsh asked a question regarding SGH billing as they have additional funds left over in their construction documents phase and that phase has passed. Noel answered that SGH bills on an hourly rate and that the project has some additional money in that phase if needed in the future. A

motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Sally Martin. The motion carried unanimously via a roll call vote.

**UTS-** A UTS invoice #115125 in the amount of \$1,540 for construction testing services in the month of December was presented. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Sally Martin. The motion carried unanimously via a roll call vote.

**G&R Change Order #4-**

Dave Hurley shared a change order log noting that with all the approved changes to date, the construction contingency is currently at \$1,152,210.60 remaining. It was also noted that including all exposures, potential, and pending change requests (CR's) construction contingency is at \$981,863.60. It was also noted that there may be additional fundraising that has not been allocated to a budget line at this time.

A discussion was held regarding CR 22 – 'Misc Iron FSB Clarification'. Clair Colburn, Town Counsel and Town Administrator Patrice Garvin had a meeting on December 20<sup>th</sup> to review a CR that was submitted by the Miscellaneous Metals Filed Sub Bidder regarding a discrepancy for landscape items scope. The project team's position is that this scope is identified within the Misc. Metals specifications and within the landscape drawings and should have been captured within their bid. This scope includes landscape handrails, guard rails, and downspout splash guards. The project team feels that we do owe the premium to upgrade from galvanized to stainless steel finishes, which was the Design Team's intent but was not captured in the construction documents. This is an ongoing protest - updates will be provided as the situation progresses.

Change Order #4 was presented in the amount of \$25,408. It was noted that this change order has been pre-approval by the working group for two change requests (CR's); CR25 and CR28R has been pre-approval by the working group. CR25 is for excavating around an existing electrical duct bank to bring the utilities onto the site from Concord Ave. CR 28R is for Verizon telephone extensions coming in from Concord Ave, and Comcast and Town Fiber servicing the building from the pole located in Golden Bowl.

**G&R-** A G&R payment application #9 in the amount of \$1,511,482.97 was presented for construction progress for the month of December. It was noted that this payment application includes Change Order #4 in the amount of \$25,408. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Sally Martin. The motion carried unanimously via a roll call vote.

4. **Budget-** Dave Hurley highlighted changes in the budget including the commitment of the Creative Office Resource (COR) furniture order which was approved at the 12.10.24 LBC meeting, Change Order #4, and the \$15,000 credit from the demo contractor. It was noted that the budget remains on track.
5. **Schedule-** The project is awaiting one final steel delivery. Steel erecting and detailing is ongoing, and the second-floor concrete slab will be poured at the end of January. DensGlass sheathing has begun to go up on the outside of the building. Mechanical, electrical, plumbing, and sprinkler rough ins are ongoing. G&R has received a delivery of roofing insulation. The schedule remains on track.

Clair Colburn noted that G&R has been great to work with so far and thanked them for their ability to pivot when issues arise such as the ability to shift to different project tasks around steel delivery delays. Clair also noted what a huge milestone it is that DensGlass (a yellow sheathing) is starting to go up.

A question was raised if the contractor can pour concrete in the winter? It was discussed that the contractor can pour concrete in the winter by using tarps and heaters to heat the space prior to pouring concrete and covering with heat blankets while it cures. It was noted that there have been some complaints from the noisy tarps in the wind. The Committee apologizes for any inconvenience to our neighbors.

In the spring we will have more clarity about when the library staff can start to move in, and when the library will be able to have an opening / grand opening.

Substantial completion is scheduled for October 2<sup>nd</sup>. After that the library staff can start moving back in.

6. **Design Update-** No design update. Oudens-Ello continues to provide information to the contractor to stay on schedule.
7. **New Business- Clair-** A resident who is a passionate collector of Belmont historical items --Ron Sacca has had many conversations with Kathy and Clair regarding a curved bookcase and cabinet that originated in Belmont and are now available on eBay. Ron would be looking for grants to purchase the Bookcase unit, but transportation and installation would not be included. Wherever the bookcase could be installed would reduce the square footage of the rooms significantly as the cabinets are quite deep and the unit is curved. They do not appear to be ADA compliant and the style does not match the style of the building. Bob McLaughlin agreed this does not match the building, Peter Struzziero added that space is very important for operations. Bob McLaughlin made a motion to take a pass on purchasing/installing this bookcase/cabinets. This motion was seconded by Marcie Schorr Hirsch. The motion carried unanimously via a roll call vote.
8. **Adjourn** - A motion to adjourn was made by Bob McLaughlin at 5:50pm and was seconded by Marty Bitner. The motion carried unanimously.